

**United States District Court
Western District of Kentucky**

Vacancy Announcement

Position:	Case Administrator
Location:	Louisville, Kentucky
Salary Range:	CL 24/01 (\$31,113) - CL 25/61 (\$55,876) Commensurate with experience and education.
Closing Date:	August 23, 2006 (Close of Business)

Occupational Information

The Case Administrator maintains the official record of criminal and civil cases for the judge to which they are assigned. The case administrator is required to make summary entries of all documents and proceedings in cases including, but not limited to, pleadings, petitions, motions, complaints, judgments and orders. The case administrator works in conjunction with the courtroom deputy clerk and chamber's staff to assist in case management. The case administrator prepares and distribute notices, judgments and orders; answers inquiries on case status; opens and closes all criminal and civil cases; prepares all records on appeal; and provides back-up assistance to the courtroom deputy clerk.

Qualifications

The Case Administrator must possess thorough knowledge of the purpose and content of each document in order to summarize them, make docket entries, and take appropriate action as necessary. Good knowledge of federal civil and criminal procedural rules is required. Skill in the use of automated systems is necessary. The Case Administrator must possess the ability to communicate information accurately and in a timely manner with individuals within and outside the court. The Case Administrator must also be multi-task oriented and possess the ability to work in a team environment.

Application

Interested applicants must **submit a letter of interest and resume to:**

**Human Resources
U.S. District Court
601 W. Broadway, Room 106
Louisville, KY 40202**

No later than Wednesday, August 23, 2006.